

State of Nevada, Purchasing Division

Joinder Checklist

1. State/entity that released RFP (verify it was procured the same as Nevada law requires)
 - a. Original issuing government entity: _____
 - b. Awarded vendor: _____
 - c. Does the RFP have joinder language? Yes ___ No ___
 - d. Did the entity advertise in the newspaper? Yes ___ No ___
 - e. Does the scope of work fit your needs? Yes ___ No ___
 - f. Was it competitively bid? Yes ___ No ___
 - g. Are there any federal requirements that need to be in RFP? Yes ___ No ___
2. Get copies of
 - a. Vendor's submitted technical proposal Yes ___ No ___
 - b. Vendor's submitted cost proposal Yes ___ No ___
 - c. Executed contract between entity and vendor and any negotiated items Yes ___ No ___
 - i. Any amendments to contract
 - d. Awarded vendor's permission to piggy back Yes ___ No ___
3. Review
 - a. Vendor technical proposal Yes ___ No ___
 - b. Vendor cost proposal Yes ___ No ___
 - c. Insurance Yes ___ No ___
 - d. Determine if it fits agency needs (cannot change scope) Yes ___ No ___
 - e. Evaluation documents Yes ___ No ___
 - f. Was an independent cost analysis done (evaluation) Yes ___ No ___
 - g. Are there federal requirements? Yes ___ No ___
4. Verify
 - a. Contract start/end dates Yes ___ No ___
 - b. Vendor is not on debar list <https://www.sam.gov/> Yes ___ No ___
 - c. Vendor registered with [NevadaEPro](#) Yes ___ No ___
 - d. Vendor registered with Nevada Secretary of State's Office Yes ___ No ___
 - e. Insurance requirements meet Nevada's schedule from Risk Yes ___ No ___
 - f. Does Nevada need a deliverable schedule (attach to contract) Yes ___ No ___
5. Additional Nevada/agency specific forms
 - a. Business Associate Addendum? Yes ___ No ___
 - b. Other forms: _____ Yes ___ No ___
6. Obtain written approval from Administrator of State Purchasing (see below) Yes ___ No ___

Agency Head approval _____

Signature

Date

*** Prior to requesting Purchasing approval, please ensure you have all necessary documentation. ***

Purchasing Administrator approval _____

Signature

Date